
Quick Reference Guide:

Spring Career and Technical Education

This guide will help districts identify the 10-11 CTE Concentrators and enter the Area of Concentration.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Entering Area of Concentration*
- *Entering Single Parent information*



The Spring Career and Technical Education (CTE) Data collection identifies those students in grade 12 who have completed (or will complete) 3 credits (6 semesters) of CTE coursework. This data is collected as part of a district's Carl Perkins grant requirement.

CTE credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.

Data must be entered by April 29, 2011.



Before beginning this process, there are a few considerations:

1. Which students do I need to enter data for?

- Students are identified as CTE Concentrators in the Spring of their Senior year. Students must be in grade 12 and have completed (or will complete) 3 credits (6 semesters) of CTE coursework – page 2.

2. Is Area of Concentration or Career Path required?

- Area of Concentration is still required for the 10-11 year – page3 .

3. Do I need to enter Tech Prep and Non Traditional Enrollees?

- No, these fields are no longer required – page 3.

4. What does Student is a Single Parent mean?

- Student is a Single Parent should only be checked if the student has a child or shares parenting of a child – page 3.

5. Can I upload the data or does it have to be hand entered?

- Districts may upload their Spring CTE data – page 4.

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DIRECT ENTRY

Select **Year 10-11** and a High School.

Click the **Search** tab.

Search for a: Student.

Click **Advanced Search**.

Choose **Grade 12** from the Student Search.

Click **Search**.

Year: 10-11 School: Cascade High School Calendar: 10-11 Cascade High School TST

Index Search Help

Search for a: Student

Go

Advanced Search

Search Results: 42
Now viewing page 1 of 2

1 2 >

12 Adams, John [10/30/1992]
12 Arthur, Chester A [10/05/1992]
12 Buchanan, James [04/23/1993]
12 Bush, George W [07/06/1993]
12 Bush, George Herbert W [06/12/1992]
12 Carter, James E [10/01/1992]
12 Cleveland, Grover [03/18/1993]
12 Clinton, William J [08/19/1993]
12 Coolidge, Calvin [07/04/1993]
12 Eisenhower, Dwight D [10/14/1992]
12 Fillmore, Millard [01/07/1993]
12 Ford, Gerald [07/14/1993]
12 Garfield, James A [11/19/1992]
12 Grant, Ulysses S [04/27/1993]
12 Harding, Warren G [11/02/1992]
12 Harrison, William H [02/09/1993]
12 Hayes, Rutherford B [10/04/1992]
12 Hoover, Herbert C [08/10/1992]
12 Jackson, Andrew [03/15/1993]
12 Jefferson, Thomas [04/13/1993]
12 Johnson, Andrew [12/29/1992]
12 Johnson, Lyndon B [08/27/1992]
12 Kennedy, John F [05/29/1993]

Campus Search

Search for a record being tracked in Campus by using search fields or by a context other than the current (Example: A student filter cannot be applied to a record). You may search school-wide.

Student Search

Last Name:
First Name:
Student Number:
SSN:
Grade: 12
Birth Date:
Gender:
StateID:
Person ID:
Locker Number:
Special Ed:
Status:
Setting:
Disability:
Search

Adams, John
Grade: 12 DOB: 10/30/1992 Gender: M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	10-11 Cascade High School TST	08/25/2010	

Start Status: 04 Transfer from public school in district or state
End Status:

Select the student from the list on the left.

Click the **Enrollments** tab.

Open the grade 12 enrollment record by clicking on the **Edit Notepad** icon.



All 12th grade students enrolled in the 10-11 school year that meet the requirements for a CTE Concentrator should have data entered, **even if they are no longer actively enrolled (including Early Graduates)**.

Harding, Warren G
Grade: 12 DOB: 11/02/1992 Gender: M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	10-11 Cascade High School TST	08/25/2010	01/21/2011

Start Status: 06 Transfer from an out of state school
End Status: 180 Transfer to a school out of state

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Optional
Sort By

CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)

Tech Prep Participant Non Traditional Enrollee Student is a Single Parent

Area of Concentration Career Path

Post Graduation Status Date Contacted

Special Ed Fields

Scroll down to the **CTE Concentrator** section.

Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a *CTE Concentrator*, check the box and indicate the *Area of Concentration*. A student's *Area of Concentration* is the program in which the identifiable majority of CTE classes are taken. If there is no way to determine a clear majority, only then should the "blend" option be used.

CTE Concentrator (Student has earned 3 units of CTE credit (6 semester), and is considered a CTE concentrator.)

CTE Concentrator

Tech Prep Participant Non Traditional Enrollee Student is a Single Parent

Area of Concentration Career Path

Post Graduation Status Date Contacted

If the student has a child or shares parenting of a child, check the *Student is Single Parent* box.

Click **Save**. Repeat for all CTE Concentrators.

PLEASE NOTE:

Tech Prep Participant and *Non Traditional Enrollee* are not required fields. Districts do not need to verify if participants meet these requirements.



The *Area of Concentration* reflects the courses the student is or has completed, not necessarily the field or career path they intend to pursue after high school.

The *Area of Concentration* is required for all CTE Concentrators. *Career Path* is still **not** a required field for the 10-11 year.

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FILE UPLOAD

Extract the *CTE Spring Collection* file from your Student Information System.

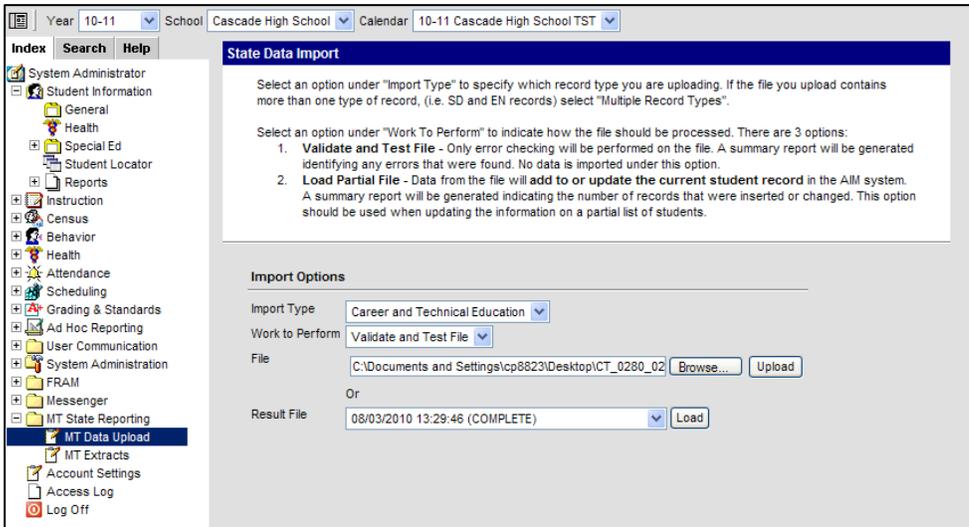
From the **Index**, select **MT State Reporting/MT Data Upload**.

From the **Import Type**, select *Career and Technical Education*. From **Work to Perform**, select *Validate and Test File*. Browse for your file and click **Upload**.

Check the *Import Results Summary* for errors. Make all necessary corrections.

Return to the **MT Data Upload** and change the **Work to Perform** to *Load Partial File*.

Click **Upload**.



Year: 10-11 | School: Cascade High School | Calendar: 10-11 Cascade High School TST

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Import Options

Import Type: Career and Technical Education

Work to Perform: Validate and Test File

File: C:\Documents and Settings\cp8823\Desktop\CT_0280_02 [Browse...] [Upload]

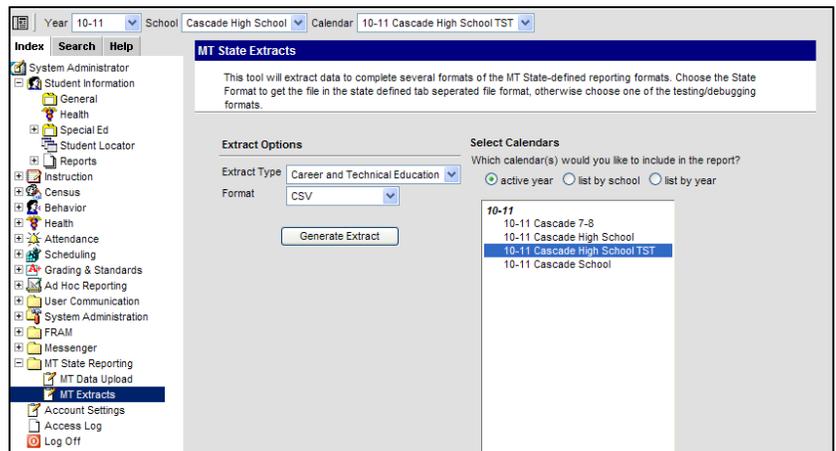
Result File: 08/03/2010 13:29:46 (COMPLETE) [Load]

A CTE Spring Collection file can also be created using **MT Extracts**.

From the **Index**, select **MT State Reporting/MT Extracts**.

Choose *Career and Technical Education* from the **Extract Type** and *CSV* from **Format**.

Select the High School(s) and click **Generate Extract**.



Year: 10-11 | School: Cascade High School | Calendar: 10-11 Cascade High School TST

MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type: Career and Technical Education

Format: CSV

[Generate Extract]

Select Calendars

Which calendar(s) would you like to include in the report?

active year list by school list by year

10-11

- 10-11 Cascade 7-8
- 10-11 Cascade High School
- 10-11 Cascade High School TST**
- 10-11 Cascade School

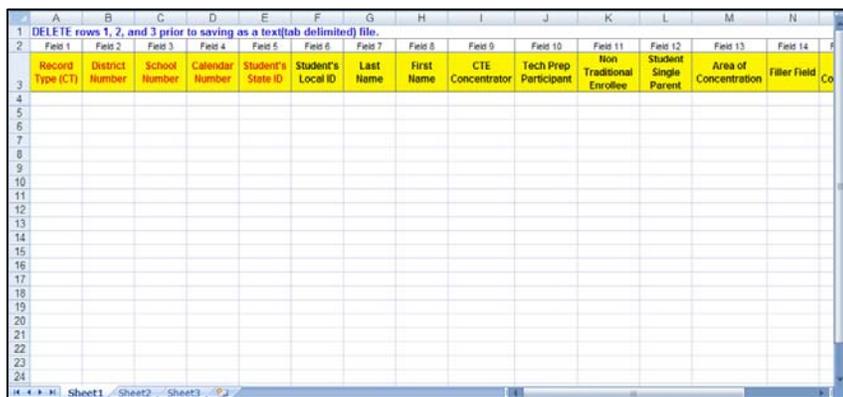
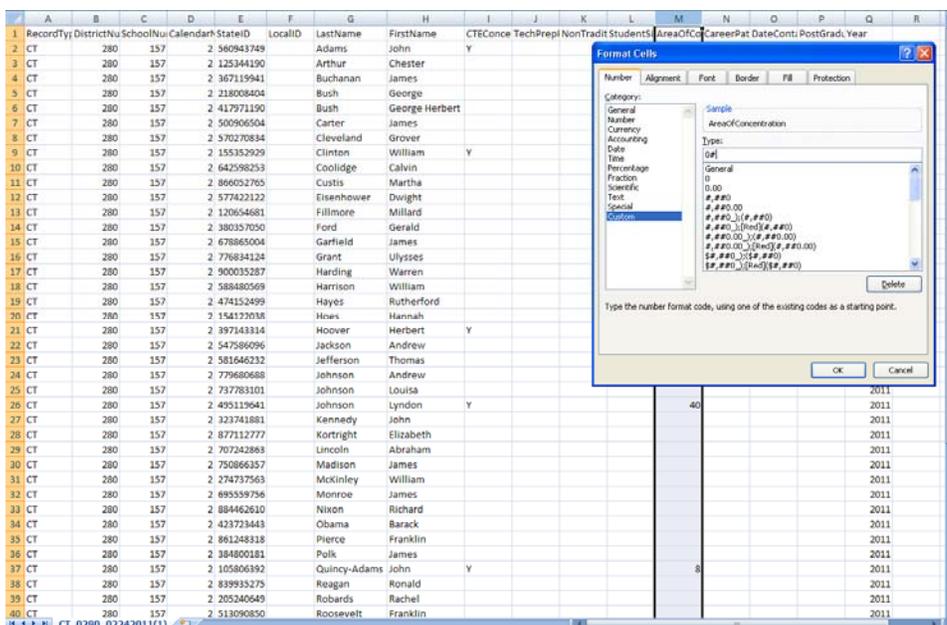
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Delete the first two rows (rows 1 and 2). Sort the spreadsheet if desired.

Enter a "Y" in the CTE Concentrator field for all CTE Concentrators. If the student is a single parent, enter a "Y" in column L. Enter the student's Area of Concentration.

Delete the first row (containing the column headings). Format columns B and C, District and School code, to four digits (highlight column, right click, Format Cells, Custom – in the general field, enter 000# and click OK). Format column M, Area of Concentration, to two digits (highlight column, right click, Format Cells, Custom – in the general field, enter 0# and click OK). Save the file as a Text (Tab delimited) (*.txt) file.

Open the file using Notepad or WordPad. Place the cursor at the beginning of the first data row and click enter. Return your cursor to the blank line and enter the header row (HD tab Date tab Time tab MT9.1). Click Save and follow the upload instructions above.



The **Career and Technical Education Template** is available on the OPI AIM Webpage. Save the template to a location of your choice, then open the template.

Enter the data and follow the instructions above to format/save the file.

Upload the file using the instructions from page 4.

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RE-SYNC DATA

Set the **Year** to *10-11*.

From the **Index**, expand **System Administration and Data Utilities**. Select **Resync State Data**.

Check the box for **Enrollment**.
Click **Send Resync**.

Resync Data For The Current School Year (2009-2010)				
<input checked="" type="checkbox"/> Check dependencies				
<input type="checkbox"/>	DB Objects	Last Resync	Results	Status Legend
<input type="checkbox"/>	[-] District	01/17/2011 18:17:59	Processed: 1 Errors: 0	●
<input type="checkbox"/>	[-] ReportingEntity	01/17/2011 18:18:00	Processed: 916 Errors: 0	●
<input type="checkbox"/>	[-] School	01/17/2011 18:18:00	Processed: 3 Errors: 0	●
<input type="checkbox"/>	[-] Calendar	01/17/2011 18:18:00	Processed: 3 Errors: 0	●
<input type="checkbox"/>	CourseSection	08/06/2010 13:10:47	Processed: 0 Errors: 0	●
<input type="checkbox"/>	[-] ScheduleStructure	01/17/2011 18:18:01	Processed: 3 Errors: 0	●
<input type="checkbox"/>	Day	08/06/2010 13:10:47	Processed: 278 Errors: 0	●
<input type="checkbox"/>	[-] StructureGradeLevel	01/17/2011 18:18:01	Processed: 3 Errors: 0	●
<input type="checkbox"/>	[-] PersonIdentity	01/17/2011 18:18:01	Processed: 376 Errors: 0	●
<input type="checkbox"/>	Behavior	08/06/2010 13:10:47	Processed: 0 Errors: 0	●
<input type="checkbox"/>	CensusContactSummary	08/06/2010 13:10:47	Processed: 37 Errors: 0	●
<input type="checkbox"/>	ContactLog	08/06/2010 13:10:47	Processed: 1 Errors: 0	●
<input type="checkbox"/>	Employment	08/06/2010 13:10:47	Processed: 13 Errors: 0	●
<input type="checkbox"/>	EmploymentAssignment	08/06/2010 13:10:47	Processed: 0 Errors: 33	●
<input type="checkbox"/>	EmploymentBackground	08/06/2010 13:10:47	Processed: 0 Errors: 0	●
<input type="checkbox"/>	EmploymentCredential	08/06/2010 13:10:47	Processed: 0 Errors: 0	●
<input type="checkbox"/>	[-] Enrollment	08/06/2010 13:10:47	Processed: 366 Errors: 0	●

 <h2 style="margin: 0;">Appendix M: Area Of Concentration</h2>		
CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations. <i>*Only used if a majority cannot be determined</i>
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		

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